



Bill Owens  
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer  
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 21

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

DATE: June 7, 2006

**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**

[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
6/7/06	Administration 920-Assessment Appeals Process Workshop	Review with interested staff. File in Education File. Return registration form and fees to Division.
6/7/06	Administration 933-Basic Title Conveyance <b>NOTE: Eagle class has been cancelled</b>	Review with interested personnel. Return registration form to Division. File in Education File.
6/7/06	Administration 942-Assessment Math	Review with interested personnel. Return registration form to Division. File in Education File.
6/7/06	Administration 934-Manufactured Homes <b>Note change in location for June 21-22 class</b>	Review with interested personnel. Return registration form to Division. File in Education File.
6/7/06	Appraisal 206-Advanced Income	Review with interested personnel. Return registration form to Division. File in Education File.





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JoAnn Groff  
Property Tax Administrator

TO: County Assessors, Commissioners, County Attorneys, Hearing Officers, Arbitrators, Referees, Administrators, Support Staff, Annual Study Auditors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 920-Assessment Appeals Process Workshops

DATE: June 7, 2006

DISTRIBUTION: Review with interested staff  
File in Education File  
Return registration form and fees to Division

## ***Assessment Appeals Process (Admin 920)***

**One-day Workshop**

**Education Credit:** 7 hours (**continuing education only**)

**Tested:** No

**Recommended Prerequisites:** None

**Cost per student:** \$5.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Appraisal Process
- ⇒ Appeals Process
- ⇒ Arbitration Procedures
- ⇒ Functions of the County Board of Equalization
- ⇒ Supreme Court/Court of Appeals Issues and Case Analysis

Class times are 8:30am to 4:30pm

JUNE 2005					
6/13/06	Colorado Springs	El Paso County Office Building	719-520-6600	27 E Vermijo Ave	Frank & Renee





COLORADO ASSESSORS' ASSOCIATION  
 DPT EDUCATION REGISTRATION FORM  
 1313 Sherman Street, Room 419  
 Denver, Colorado 80203  
 (303) 866-2371 Telephone  
 (303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

*Please submit one registration form for each course title.*

<b>Course Title</b>	
<b>Location</b>	
<b>Course Date</b>	

<b>County Contact Person</b>		
<b>Work Phone Number</b> (Include Area Code & Extension)		<b>E-mail:</b>

NAME	E-MAIL	SOCIAL SECURITY NUMBER (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 933-Basic Title Conveyance  
**NOTE:** Eagle class has been cancelled

DATE: June 7, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Basic Title Conveyance (Admin 933)***

One-day course  
Education Credit: 7 Hours (**continuing education only**)  
Tested: No  
Recommended Prerequisite: Introduction to Assessment (Admin 100)  
Cost per student: \$5.00

- ⇒ Basic title transfer issues
- ⇒ Elements of a deed
- ⇒ The bundle of rights
- ⇒ Types of ownership
- ⇒ Types of conveyance documents
- ⇒ Decedents estates
- ⇒ Assessor's role in keeping ownership records
- ⇒ Assessor's transfer process

Class times are 8:30am to 4:30pm

2006					
<b>Cancelled</b>	Eagle	Eagle Cty Building	970-328-8700	500 Broadway	Frank
8/1/06	Jefferson	Admin Bldg	303-271-8667	100 Jefferson Cty Pkwy	Frank





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JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 942-Assessment Math

DATE: June 7, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## **Assessment Math (Admin 942)**

**One-day Course**

**Education Credit:** 7hours (continuing education only)

**Tested:** No

**Recommended Prerequisite:** None

**Cost per student:** \$5.00 (Please make checks payable to: Colorado Assessors Association)

- Whole numbers and fractions
- Decimals and percents
- Assessment rates, mill levies, and tax bill
- Proration
- Plane geometry
- Estimating answers
- Statistics and sales ratios
- Appraisal math
- Personal property math
- Use of a pocket calculator

Class times are 8:30am to 4:30pm

2006					
7/5/06	Eagle	Eagle Cty Bldg	970-320-8700	500 Broadway	Renee
7/20/06	Pueblo	Pueblo Cty Bldg	719-583-6590	1001 N Santa Fe	Renee





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Administration 934 – Manufactured Homes  
**Note change in location for June 21-22, class**

DATE: June 7, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## ***Manufactured Homes (Admin 934)***

### **Two-day course**

**Education Credit:** 14 hours (continuing education only)

**Tested:** No

**Recommended Prerequisite:** Introduction to Assessment (Admin 100)

**Cost per student:** \$10.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Constitutional and Statutory Provisions
- ⇒ Distinguishing characteristics of Manufactured Homes vs. Modular, Prefab, and Stick Built homes.
- ⇒ Classification and Sub-Classification Issues
- ⇒ Manufactured homes made permanent
- ⇒ Moving Manufactured Homes
- ⇒ Discovering Manufactured Homes
- ⇒ Judicial decisions concerning Manufactured Homes
- ⇒ Valuation, Sales Confirmation, and Sales Ratio Analyses

### **Class times are 8:30am to 4:30pm**

2006					
DATE	City	Building	Phone Number	Address	Instructor
6/21-22/06	Gypsum	Road and Bridge Bldg	970-328-3540	3289 Cooley Mesa Rd	Renee
9/6-7/06	Ft Morgan	Admin Bldg	970-542-3517	231 Ensign	Renee







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Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Appraisal 206 – Advanced Income

DATE: June 7, 2006

DISTRIBUTION: Review with interested personnel.  
Return registration form to Division.  
File in Education File.

## Advanced Income (APR 206)

### Two-day Workshop

**Education Credit:** 15 Hours (License Upgrade and Continuing Education)

**Tested:** Mandatory

**Recommended Prerequisite:** Appraisal License; APR 108 - Introduction to Appraisal;  
APR 103 - Income Approach to Value

**Cost Per Student:** \$10.00

*(Please make checks payable to: Colorado Assessors' Association)*

### TOPICS:

- Investment Expectations
- Capitalization Techniques
- Compound Interest Tables
- Mortgage Equity Analysis
- Discounted Cash Flow
- Discount Rates
- Glossary

**\*\*\* Students should bring an HP12C financial calculator, or equivalent, to class. \*\*\***

Class times are 8:30 a.m. to 4:30 p.m.

2006					
June 20-21	Aurora	Arapahoe CentrePoint Plaza	303-636-1100	14980 E. Alameda Ave.	Curt & Sue
July 11-12	Durango	La Plata County Fairgrounds	970-247-2308	2500 Main Street Florida Room	Curt & Sue





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